



City of Austin, Texas City Manager

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The City of Austin is located in Central Texas Hill Country with a population of over 700,000 residents. It was chartered in 1839 as the capital of the Republic of Texas, and remained the state capital when Texas was admitted to the Union in 1846. It is the 16th largest city on the United States and is the cultural and economic center of the Austin-Round Rock Metropolitan Area with a population of more than 1.5 million.

Austin was selected as the #2 Best Big City in “Best Places to Live” by Money Magazine in 2006, and the “Greenest City in America” by MSN. Residents of Austin are typically known as “Austinites” and their official slogan is “The Live Music Capital of the World”. However, recently Austinites have adopted an unofficial slogan of “Keep Austin Weird”; this refers to the eclectic and progressive lifestyle of many Austin residents.



The city was founded as the Village of Waterloo in 1830, and was later renamed Austin in honor of Stephen F. Austin who is known as the Father of Texas. The Texas State Capitol was completed in 1888 and was advertised as the 7th largest building in the world at that time. Still today, the building remains a big part of the Austin skyline and is in fact taller than the US Capitol. Since its incorporation as a city, Austin has doubled in size every 20 years.

Austin has a humid subtropical climate, characterized by hot summers and mild winters. Though people often think of Texas as being dry, this is not the case in Austin. Austin is known for being green and for getting plenty of rain during the year. Temperatures in the summer months average 90 degrees (June until September). There are only 24 days when the minimum temperature falls below freezing. The city averages 300 days of sunshine each year and about 33.78 inches of rainfall. It rarely snows in Austin.

Politically speaking, Austin is an anomaly. While Texas as a whole is hailed as a largely conservative state, Austin has the second highest liberal voting population in the entire country for a city of its approximate size. Additionally, volunteering is extremely popular and Austin is renowned as the second-most giving city in the entire country.

As a result of its highly educated populace and its universities, which bring in people from all over the world, Austin has developed a reputation as being a young and active cultural haven. Uniqueness is celebrated and encouraged. Due to the influence of the University of Texas at Austin and their school for Radio, Television, and Film, Austin has been the location for many motion pictures. The city has taken advantage of this reputation and annually hosts the Austin Film Festival. The city’s nightlife and music scene are also a significant part of Austin’s culture. Many Austinites flock to 6th street to enjoy the nightlife and the live music scene.

Austin has a thriving economy that is rich in technology (the city is often deemed Silicon Hills) and the largest employers include the University of Texas, the State of Texas, the SETON Healthcare Network, Dell, IBM, and Freescale Semiconductor. Other high-tech companies with a presence in the city include: Apple Inc., Hewlett-Packard, Vignette, AMD, Sun Microsystems, Samsung, and Intel. Additionally, Austin is rich in small businesses and is served by a strong network of independent, locally-owned firms and organizations such as the Austin Independent Business Alliance.



The City of Austin has a council-manager form of government. The City Council includes seven Council Members, including the Mayor. Council Members are elected at-large for staggered three-year terms. The Council Members' offices are in Austin City Hall.

The City Manager is appointed by the City Council and has overall responsibility for the management of all City employees and the administration of all City affairs. The City Manager's office is also in the Municipal Building

The City Manager is the Chief Administrative Officer for the city, providing executive leadership and representation on all matters concerning city government. Responsible for planning, directing, managing, and reviewing all activities and operations of the city; coordinates programs, services, and activities among city departments and outside agencies; ensures the financial integrity of the municipal organization; represents the city's interests; provides highly responsible and complex policy advice and administrative support to the Mayor and City Council. Exercises direct supervision over management, professional, and clerical staff.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Direct and manage the development and implementation of City goals, objectives, policies, and priorities for each service area; establishes appropriate service and staffing levels; allocates resources accordingly.
- Monitors and evaluates the efficiency and effectiveness of City service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; and directs the implementation of change.
- Administer the representation of the City to elected and appointed officials of County, State, and Federal government and outside agencies; explain and justify City programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.
- Provides highly responsible policy analysis and administrative staff assistance to the Mayor and City Council; and direct specific and comprehensive analyses of a wide range of municipal policies; prepare policy and procedural proposals for review and adoption by the City Council.
- Attend City Council meetings and workshops; oversee the preparation of meeting agendas and supporting materials; present staff recommendations; and respond to questions and direction from City Council.
- Direct/Oversee/Monitor the development and administration of the City's budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; controls expenditures; implements mid-year adjustments; and keeps the City Council fully informed on matters related to the financial condition of the city.
- Execute deeds, deeds of trust, easements, releases, contracts and other instruments binding the City to financial obligations.
- Responds to and resolves sensitive inquiries and complaints from both internal and external sources.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of modern and highly complex principles and practices of municipal administration and organization in order to effectively formulate and implement strategic planning initiatives.
- Knowledge of principles and practices of municipal finance, budget preparation and administration.
- Knowledge of current social, political, and economic trends and operating problems of municipal government.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Skill in maintaining effective working relationships with employees, management staff, council members and the general public.
- Skill in the study and evaluation of procedures to determine appropriate actions.



Skills Continued

- Skill in planning, organizing and evaluating the action of others.
- Ability to provide effective leadership and coordinate the activities of a municipal organization.
- Ability to effectively administer a variety of City wide programs and administrative activities.
- Ability to identify and respond to the public and City Council issues and concerns.
- Ability to interpret and apply Federal, State, and local policy, procedure, law, and regulation.
- Ability to analyze problems, provides alternatives, identify solutions in support of established goals, project consequences of proposed actions, and implement recommendations.
- Ability to establish and maintain cooperative working relationships with City Council, government officials, community groups, and the general public and media representatives.

Required Experience

Interested candidates should possess a Bachelor's Degree from an accredited four-year college or university in Government, Public Administration, Business, or related field. A Master's Degree is a plus. Eight (8) years of management and administrative experience in a municipal government, including five (5) years of senior executive level management experience in a comparable community is requested.

Ideal candidates should understand the vision of making Austin the most sustainable and livable city in North America and must be able to work effectively with City Council, the public, and members of City staff. He or she will possess the proven ability to be an effective coach, mentor and leader in efforts to develop a diverse staff reflective of the Austin community. A preferred history of visionary leadership is desired regarding city and regional issues with proficiencies in consensus building when implementing city-wide initiatives. This individual should understand the complexity of major issues important to the community including, transportation, infrastructure, and environmental needs. The City Manager will have familiarity with and knowledge of alternative transportation strategies with emphasis on transit corridors, airport governance and regional planning. This candidate's background and experience should convincingly display the ability to meet the challenges that exist within a full-service city which includes a working knowledge of Public Works, Water and Waste Management. They must also have the capacity to comprehend the impact of municipal issues on a technical level, coupled with the ability to accurately convey those same issues in a concise and articulate manner. This key position within city government will set the tone for the employees of the city of Austin and will balance broad experiences from other jurisdictions with sufficient knowledge of the city's issues and history.



Contact Us

To learn more about this position, forward a transmittal letter of interest and a resume to:

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November 30, 2007



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